

MANDATORY CONTINUING LEGAL EDUCATION BOARD

Established by the Washington Supreme Court Admission and Practice Rules (APR 11) • Administered by the WSBA

**FREQUENTLY ASKED QUESTIONS
FOR LICENSED LEGAL PROFESSIONALS**

This document is designed as a supplement to [APR 11](#) as well as the policies adopted by the Board of Governors and the MCLE Board in furtherance of APR 11.

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MCLE REQUIREMENTS

What are my MCLE requirements?

All active lawyers, judicial lawyers classified as ALJ, and house counsel admitted under APR 8(f) must complete a total of 45 credits every three years. All LPOs and LLLTs must complete a total of 30 credits every three years. At least 15 credits of this total must be law and legal procedure credits and at least 6 credits of this total must be ethics and professional responsibility credits. Starting in the 2023-2025 reporting period, at least 1 of the 6 Ethics credits must be in Equity, Inclusion, and the Mitigation of both Implicit and Explicit Bias in the Legal Profession and the Practice of Law, called “Equity” below.

What is my reporting period?

Please refer to this [chart](#) or log into the [MCLE Online System](#) to determine your current reporting period.

What is my deadline?

All credits must be completed by the end of December 31 on the last year of your 3-year reporting period and reported and certified by the following February 1 to avoid a late fee and administrative suspension.

How do I certify my CLE credits?

You will submit an MCLE certification via the [MCLE Online System](#). If an unusual circumstance makes online certification difficult, please contact the MCLE team for technical support at mcle@wsba.org.



How much is the MCLE late fee?

The MCLE late fee is \$150 and increases by \$300 for each consecutive late reporting period.

Can I include activities on my certification that have not been accredited in Washington?

Yes, but all activities that have not already been accredited by the WSBA must be submitted to the [MCLE Online System](#) for accreditation review. If an activity is not accredited after review, it will not count toward your credit requirements.

If I complete more than 45 credits, can I carryover the excess credits to my next reporting period?

Yes, you can carry-over up to 15 excess credits, only 2 of which can be ethics credits.

What happens if I don't complete my credits or pay the late fee?

If you do not comply with all MCLE requirements for a reporting period, you will be administratively suspended from the practice of law.

Do I have to report my MCLE credits every year?

No. You report your credits every three years. You can determine your current reporting period by logging into the [MCLE Online System](#) or by referring to this [chart](#).

How can I become exempt from MCLE requirements?

Licensed legal professionals who are on Judicial (non-ALJ), Pro Bono, or Inactive status, or who are Supreme Court Clerks, members of the Washington Congressional Delegation & Washington State Legislature, or the Washington State Governor are exempt from complying with MCLE requirements. You may, upon approval of a petition of undue hardship (including military deployment, serious illness, extreme financial hardship or disability), be granted a modification of MCLE requirements. All petitions are reviewed by the MCLE Board.

CREDIT CATEGORIES**What is Law and Legal Procedure credit?**

Law and legal procedure is defined as legal education relating to substantive law, legal procedure, process, research, writing, analysis, or related skills and technology. You must earn 15 law and legal procedure credits each reporting period.

What is Ethics and Professional Responsibility credit?

Ethics and professional responsibility is defined as topics relating to the general subject of professional responsibility and conduct standards for lawyers, LLLTs, LPOs, and judges, including equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law, and the risks to ethical practice associated with diagnosable mental health conditions, addictive behavior, and stress. You must earn six ethics credits each reporting period.

What is Equity credit?

Equity is a subcategory of Ethics and Professional Responsibility credit that is defined as topics relating to equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law. You must earn one equity credit each reporting period.



What is Other credit?

Other credit is a grouping of several different subject areas that are approved for MCLE credit but are not necessarily traditional CLE subjects: Professional Development, Personal Development & Mental Health, Office Management, Improving the Legal System, & Nexus. There needs to be a correlation to the practice of law or the legal profession for accreditation of activities within these subject areas. These are all defined in section (f) of [APR 11](#).

EARNING CREDITS

How can I earn credits?

CLE credits can be earned by completing or participating in many different types of activities. You can earn credit by attending or presenting at a CLE activity, preparing for presenting at CLE, attending law school courses, attending bar review courses (for jurisdictions other than Washington), legal writing provided it is published by a recognized publisher of legal works, teaching law school courses (not available for full-time law school professors), providing pro bono legal services through a [qualified legal service provider](#), participating in a [structured mentoring program](#), tutoring clerks through the APR 6 Law Clerk Program, and judging or preparing law school students for law school recognized competitions, mock trials or moot courts.

How can I find upcoming courses to take?

You must log into the [MCLE Online System](#) and search via the Activity Search tab of your dashboard.

Where do I find free or low cost CLEs?

For assistance finding free or low cost CLEs, please contact an MCLE Analyst at 206.733.5987 or mcle@wsba.org.

How many minutes in a credit hour?

60 minutes.

My attendance has not been reported by the sponsor and it has been over 30 days. Can I still get credit?

Yes, you can self-report credits on the [MCLE Online System](#). Please note that sponsors do not report attendance for viewing recorded or on-demand audio or video CLEs.

Can I earn more than 8 credits in a single day?

No. You can only earn up to 8 credits in a calendar day.

USING THE MCLE ONLINE SYSTEM

How do I submit an activity for accreditation review?

You can report CLE activities on the [MCLE Online System](#). For instructions, please review the [MCLE Online System Guide](#).

How do I know if a program has been accredited in Washington?

Login to the [MCLE Online System](#) and search via Add Credit on the Activity Search tab of your dashboard. In addition, if a sponsor is listing an activity as approved in Washington, they should be able to provide you with the Activity ID number to verify on the MCLE Online System.

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How many credits can I claim for preparation credit?

Provided the presentation time is at least 30 minutes in duration, you can claim up to 5 credits per hour of presentation. In order to add the preparation credit activity to your transcript, you must already have the presentation activity on your transcript.

Can I move credits back to the last reporting period in order to become compliant?

Yes, via the MCLE Online System, you go to your “next” reporting period, select the activities you want to move, and then select the reporting period you want to move them to. An MCLE late fee applies when you use credits earned outside your current reporting period for compliance.

How do I see my past reporting periods?

Log into the [MCLE Online System](#) and click *My Transcript* or *View Transcript* on your dashboard. At the bottom of the transcript page, you can select prior reporting periods to view/print your prior MCLE transcripts. You can also click *View Compliance History* to see the dates of your previous certifications.

How do I remove an activity from my transcript?

Log into the [MCLE Online System](#) and click *My Transcript* on the header. You can delete an activity from your transcript by clicking the trash can symbol on the far right of the activity. You can only delete an activity from your transcript before it’s been certified.

How do I see the comments on a denied or incomplete activity that I submitted?

Log into the [MCLE Online System](#) and click the My Applications tab in the header. Find the activity on your list and click on the Activity ID number. The comments from the MCLE Analyst will be at the bottom in the Comments & Communication boxes.

COMITY

What is a comity certificate?

If you are an active lawyer of the Oregon State Bar, Idaho State Bar, or Utah State Bar and are currently credit compliant with Washington MCLE requirements, you can request a comity certificate to submit to those jurisdictions in lieu of credit compliance. The reverse is also possible: If you are a lawyer who is currently credit compliant with any of the above-mentioned jurisdictions, you can submit a comity certificate from that jurisdiction to the WSBA in lieu of complying via credit reporting. There is a processing fee for both the comity certificate request and certification by comity. If the comity certificate was submitted or the fee was paid after the certification deadline, a late fee may apply. Paying the late fee would also be a part of your compliance.

Does a comity certificate expire?

In order to certify by comity, the comity certificate cannot be older than 6 months from the issue date.

How do I certify by comity certificate with the WSBA?

You can certify by comity via the MCLE Online System at the end of your reporting period. Sign in to the website, select the *Submit Comity* option from your dashboard, and upload the certificate. Please note the certificate will not be reviewed until the comity fee is paid.



How do I request a comity certificate from the WSBA?

You can request a comity certificate via the MCLE Online System at any time. Sign into the [MCLE Online System](#), click the drop-down menu on the far right of the header (the symbol that looks like three horizontal lines), and then select *Request Washington Comity Certificate* from the list of options. Select *Request Certificate* and pay the processing fee. Once the fee is paid, the certificate will be prepared and made available for download on the MCLE Online System. You will receive an email notifying you it is ready and you can return to the same page to download it.

STATUS CHANGE

I am returning to active status. What MCLE requirements do I have?

Your specific requirements will depend on how long you have been inactive, suspended, honorary, pro bono, or judicial status. You can find more information [here](#). To return to active status from any of these statuses, you must submit a [Request for Application to Active form](#) so the WSBA can determine your eligibility and requirements.

I am considering changing my license status to inactive, pro bono, or honorary status. What MCLE requirements would I have?

You would have no MCLE requirements while on inactive, pro bono, or honorary status. You can find more information [here](#).

MCLE BOARD

What is the MCLE Board? Who is on the MCLE Board?

The MCLE Board is a Washington Supreme Court Board comprised of six active licensed legal professionals and one person not licensed to practice law and are appointed by the Washington Supreme Court. The Board meets five times a year to consider MCLE policy issues and review requests from licensed legal professionals, including requests for waiver and extension of time to meet their MCLE requirements, and holds hearings on denied requests. Learn more [here](#).

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